

## Bio-data

Name Merrnosh Ichhaporria

Date of Birth 16" April 1970

Marital Status Widow

Permanent & Present address B-101, Gitanjali Complex, Behind L.P.  
Savani High School, Pal Road,  
Surat-395009

Email: merrnosh@gmail.com

(Contact numbers Mobile:

9727745101 / 9898077053

## EDUCATIONAL QUALIFICATION

EXAM PASSED [BOARD YEAR OF PASSING %  
PASSING

BBA \* Sikkim Manipal Open| 2014 4" semesters cleared

University, Distance land 5% Semester

Education running and the

Subjects are

Production & Operations|

Management, — Financial

Management, Economic}

Planning & Policies,

Taxation Management,

Entrepreneurship  
Management

HSC IGuj. Secondary Education| 1992 Pass class

Board

SSC IGuj. Secondary Education| 1989 48%

Board

(Computer Proficiency: Certificate Course in MS office & Windows-98 from Better]

(Carrier Management (BCM), Surat

Additional Qualification:

English State Examination Board, May 1998 50%

Shorthand Gandhinagar

(100 wpm)

English [The Southern Gujarat May 1996 A- Grade

Shorthand Chamber of Commerce &

(80 wpm) Industries, Surat

English London Chamber of 1995 Distinction

Shorthand Commerce & Industries

(60 wpm) Examination Board

English Typing State Examination Board, 1995 63%

(40 wpm) Gandhinagar

%,

“ My ultimate goal is to complete MBA after BBA, most probably in the field of HR or Marketing.

Also, know Gujarati typing on computer. A good knowledge of internet and can surf important sites and can obtain desired details as advised by Executive Director. Mostly, Executives Director's train, flight and foreign accommodations are being booked through online only. Very well acquainted with computer.

Languages known: English, Hindi & Gujarati

Work Experience:

Company / Institutions Eureka Forbes Ltd.  
Designation Sales Representatives  
Duration 6 months

Company / Institutions M/s. Lohia Machinery Manufacturers

Designation Office Secretary

Duration March 1997 to April 2001 ( 4 years)

Present Employment Indian Diamond Institute

Designation PS to Executive Director-cum-Stenographer

on contractual basis

Joining Date May 1, 2001 till date

From 01 May 2002, my services were regularized in the pay-scale from the contractual basis and I had been designated as PS to Executive Director

Total work experience 13 + years

Job Profile:

• Taking dictations & Correspondence work

Also, do individual correspondence on advice of director

Keeping track of Director's appointment

Handling Director's Guests

Filing (record) work / documentation

Co-ordination with all employees in the institute

Arrange train & flight tickets for Director as well as other officials of the institute

Looking after Director's accommodation, etc. domestic as well as international and other facilities, tour itinerary

Follow up important matters

Arrange meetings & conferences

Also, prepare Agenda & Minutes of the meeting

Screening and reviewing of all important incoming and outward mails.  
Checking e-mails and then forwarding to the concerned departments  
Maintaining and keeping track of Director's bank details and transactions

Prepare Press notes in English / Gujarati of various functions / events being held at institute

Also, translates press notes from English to Gujarati and vice versa  
Maintain personal records of all employees

Also look after personal work of Director

All work relating to correspondence

Interaction - from / to Director

At present, also handling cash inflow of the institute single handedly in the Cash Department as an additional responsibilities in term of Jobwork income and the fees of the students towards their course fees very efficiently. Also, in absence of training department personnel, courses inquiries are also being given by me to those students who approach institute personally for the courses details.

Schedule of Director's meeting with employees, visitors, maintain Director's chamber

Issuing notes / notices upon the IDI's personnel

Also, attended and manned the stall of IDI during the last and recent India

International Jewellery Show held at Mumbai, NSE Goregaon complex, Stalls at Vibrant Gujarat Global Investors summit being organized by Govt. of Gujarat every year and also SPARKLE exhibition at Surat being organized by The Southern Gujarat Chamber of Commerce & Industry.

Personal Information:

Name : Mernosh Ichhaporria

Marital status : Widowed

Nationality : Indian

Caste : Parsi

Hobbies : Reading, Music, Drawing, Sports

Interest : Always strive to do something new and try to give the best

which  
is in the interest and benefit of the employer.

CTC FOR THE FINANCIAL YEAR APRIL 2013 TO MARCH 2014 IS RS.  
3,12,714/-

On selection, | have to give month month's notice period to my present employer.

Date : 29/05/2015